2019 Statewide Assessment District Test Coordinator and District Technology Coordinator Training

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Reminder: Mandatory Turnkey Training

District Test Coordinators are responsible for ensuring that **all district and school personnel** involved in the administration of New Jersey state assessment programs have been trained.

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What's New for Spring 2019

- Browser Based TestNav is no longer supported and is not available for 2019 online testing
- Updated unit test times
- Guidance on use of Speech-to-Text as a third party testing device

Spring 2019 Statewide Assessments Testing Schedule

Assessment	Grades	Computer-Based Testing	Paper-Based Testing
Regular Admin (ELA and math)	3-8 and HS	4/8/19 to 5/28/19	4/8/19 to 4/29/19
Spring Block (ELA and math)	HS	4/22/19 to 6/7/19	4/22/19 to 5/3/19
Science	5, 8, and 11	5/6/19 to 6/7/19	5/6/19 to 5/17/19
Summer Admin (ELA and math)	HS	7/29/19 to 8/9/19	7/29/19 to 8/9/19
Portfolio Appeals (ELA and math)	HS	N/A	1/7/19 to 5/10/19
Dynamic Learning Maps (DLM) (ELA, math and science)	3 to 8, 11	4/3/19 to 5/24/19	N/A

Key Spring Dates—ELA/Math 2019

2018-19 Spring Block Activity	Who Completes Activity	2018-19 Spring Block Key Date
Field Test Memo to Participating Districts	NJDOE	Early December
Submit Student Data to NJ SMART	Districts	October 19-December 3, 2018
Import/Update Organizations in the Assessment Administration Platform	NJDOE	November 16, 2018
Import/Update Users in the Assessment Administration Platform	Districts	Starting November 19, 2018
Upload NJSMART State Assessment Registration Submission Data to the Assessment Administration Platform	NJDOE	January 22, 2019
Review and Update Student Registration/Personal Needs Profile (SR/PNP) Data in the Assessment Administration Platform	Districts	Starting January 23, 2019
Post Test Coordinator and Test Administrator Manuals	NJSLA-ELA and Math Vendor	January 25, 2019
Infrastructure Trial Begins	Districts	February 4, 2019
Enrollment Counts Locked for Initial Distribution of Paper Materials	NJSLA-ELA & Math Vendor	February 22, 2019
District Test Coordinator/Technology Coordinator Training ELA, Math, and Science	NJDOE/Districts	North: February 20-21, 2019 Central: February 25-27, 2019 South: February 28, 2019
Paper Materials Arrive in District	NJSLA-ELA and Math Vendor	No later than March 22, 2019
Proctor Caching Available	Districts	March 25, 2019
Additional Order Window Begins	Districts	March 25, 2019
Paper-Based Testing Window	NJDOE/Districts	Grades 3-8 and Regular High School: April 8-29, 2019 Spring Block High School: April 22-May 3, 2019
Deadline for Returning Scorable Materials to NJSLA-ELA and Math Vendor	Districts	Regular Administration: May 6, 2019 Spring Block High School Only: May 13, 2019
Computer-Based Testing Window	NJDOE/Districts	Grades 3-8 and Regular High School: April 8-May 28, 2019 Spring Block High School Only: April 22-June 7, 2019

Remaining Key Spring Dates –ELA/Math 2019

2018-19 Spring Block Activity	Who Completes Activity	2018-19 Spring Block Key Date
Paper Materials Arrive in District	NJSLA-ELA and Math Vendor	No later than March 22, 2019
Proctor Caching Available	Districts	March 25, 2019
Additional Order Window Begins	Districts	March 25, 2019
Paper-Based Testing Window	NJDOE/Districts	Grades 3-8 and Regular High School: April 8-29, 2019 Spring Block High School: April 22-May 3, 2019
Deadline for Returning Scorable Materials to NJSLA-ELA and Math Vendor	Districts	Regular Administration: May 6, 2019 Spring Block High School Only: May 13, 2019
Computer-Based Testing Window	NJDOE/Districts	Grades 3-8 and Regular High School: April 8-May 28, 2019 Spring Block High School On

Key Spring Dates - Science 2019

2018-19 Activity	Who Completes Activity	2018-19 Key Date
NJDOE Loads Participation Data File in PAN	NJDOE	November 29-30
Import/Update Users in PAN	Districts	Begin December 3
Districts Upload SR/PNP Files in PAN	Districts	December 3-18
Parent, Student, and Teacher Information Guides Available	Districts	February 1 (online) February 4-6 (hard copies delivered) February 4-till supplies last (available by additional order via PAN)
New Practice Tests Available	NJSLA-S Vendor	February 15
District Test Coordinator/Technology Coordinator Regional Training	Districts/NJDOE	North – February 20-21 Central –February 25-27 South – February 28
Post Test Coordinator and Test Administrator Manuals	NJSLA-S Vendor	March 1
Materials Arrive in District	NJSLA-S Vendor	April 25-29
Additional Order Window	Districts	April 25-May 8 Test Materials May 9-June 13 Coordinator Kit Materials Only
Proctor Caching Available	Districts	April 29
Begin to Prepare Test Sessions	Districts	May 3
Computer-Based Testing Window	Districts/NJDOE	May 6-June 7
Paper-Based Testing Window	Districts/NJDOE	May 6-17
Deadline to Return Paper-Based Testing Scorable and Nonscorable Materials to Measurement Inc.	Districts	To arrive at Measurement Inc. no later than one week after the scheduled end-date of your LEA/District paper-based testing administration, no later than May 24
Deadline to Return Computer-Based Testing Nonscorable Materials to Measurement Inc. (i.e., Tactile Graphics Kits)	Districts	June 11

Remaining Key Spring Dates – Science 2019

2018-19 Activity	Who Completes Activity	2018-19 Key Date
Post Test Coordinator and Test Administrator Manuals	NJSLA-S Vendor	March 1
Materials Arrive in District	NJSLA-S Vendor	April 25-29
Additional Order Window	Districts	April 25-May 8 Test Materials May 9-June 13 Coordinator Kit Materials Only
Proctor Caching Available	Districts	April 29
Begin to Prepare Test Sessions	Districts	May 3
Computer-Based Testing Window	Districts/NJDOE	May 6-June 7
Paper-Based Testing Window	Districts/NJDOE	May 6-17
Deadline to Return Paper-Based Testing Scorable and Nonscorable Materials to Measurement Inc.	Districts	To arrive at Measurement Inc. no later than one week after the scheduled end-date of your District paper-based testing administration, no later than May 24
Deadline to Return Computer-Based Testing Nonscorable Materials to Measurement Inc. (i.e., Tactile Graphics Kits)	Districts	June 11

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Unit Test Times for ELA - Updated

ELA/L	Unit 1	Unit 2	Total Test Time for Non-Field Test Schools
Grade 3	75 minutes	75 minutes	2 hours 30 minutes
Grades 4 and 5	90 minutes	90 minutes	3 hours
Grades 6 through 11	90 minutes	90 minutes	3 hours

ELA/L	Unit 1	Unit 2	Unit 3	Total Test Time for Field Test Schools
Grade 3	75 minutes	75 minutes	75 minutes	3 hours 45 minutes
Grades 4 and 5	90 minutes	90 minutes	90 minutes	4 hours 30 minutes
Grades 6 through 11	90 minutes	90 minutes	90 minutes	4 hours 30 minutes

Note: Unit times do not include 25 to 30 minutes for logging on students, reading directions, and closing out students.

Unit Test Times for Mathematics - Updated

Mathematics	Unit 1	Unit 2	Unit 3	Total Test Time
Grades 3 through 5	60 minutes	60 minutes	60 minutes	3 hours
Grades 6 through 8	60 minutes	60 minutes	60 minutes	3 hours
Algebra I, Geometry, Algebra II	90 minutes	90 minutes	N/A	3 hours

Note: Unit times do not include 25 to 30 minutes for logging on students, reading directions, and closing out students.

Unit Test Times for Science - Updated

Science	Unit 1	Unit 2	Unit 3	Unit 4	Total Test Time
Grade 5	45 minutes	45 minutes	45 minutes	45 minutes	3 hours
Grade 8	45 minutes	45 minutes	45 minutes	45 minutes	3 hours
High School	60 minutes	60 minutes	60 minutes	60 minutes	4 hours

Note: Unit times do not include 25 to 30 minutes for logging on students, reading directions, and closing out students.

Scheduling Test Units (1 of 2)

- Utilize any school day during the 30 day testing window
  - Districts are encouraged to begin testing as soon as possible
- No more than two units per day per individual student
- Back to back units are permitted; however, students must have a supervised break between units
- Multiple groups of students can be scheduled in a single day (i.e., AM Group 1: 2 units; PM Group 2: 2 units)
- Units within a content area must be administered in sequence (i.e., Science Unit 1, followed by Unit 2, followed by Unit 3, followed by Unit 4)
- After hours testing is available for adult and alternative high school programs.
- For after hours testing, the DTC must request Delivery Schedule Override for test sessions prior to the start of the testing window.

Scheduling Test Units (2 of 2)

- Absent students can resume testing with assigned group and be assigned to make-up sessions for units missed
- No special order by grade (i.e., grades 3, 4, 5 or grades 6, 7, 8 or grades 4, 6, 8)
- No special order by content area (i.e., Math followed by ELA)
- Grades may be combined for the same content area if unit test times and read aloud test directions are the same
- Students with extended time accommodation (i.e., Individualized Education Plan or IEP, Section 504, or EL) should begin testing in the morning and complete a given unit by the end of that school day

Emergency Closing and Scheduling Problems

Delayed Opening or Anticipated Early Release

- ❑Proceed with testing only if there is adequate time to complete the unit(s)
- ❑Do not start testing if in doubt

If testing is cancelled for the day:

- ❑Reschedule the cancelled unit by either pushing the entire schedule forward or rescheduling the cancelled units for make-up testing
- ❑Complete an Irregularity Report (IR) form
- ❑Upload the IR to PearsonAccess^{next} (PAN)
- ❑Email the confirmation number to the NJDOE assessment coordinator

Handling Incomplete, Interrupted, Early Release or Power Outage Problems

If students are unable to complete a started unit, the Test Administrator must take the following steps:

- ❑ Guide students to log out of TestNav on the testing devices
- ❑ Confirm that no students display as actively testing in PAN
- ❑ Lock all unlocked units in PAN
- ❑ Secure all testing devices and secure test materials according to district's Security Plan
- ❑ Document the time remaining on the clock at the time of interruption
- ❑ Reschedule incomplete unit for next available day
- ❑ Complete Irregularity Report (IR)
- ❑ Upload the IR to PAN
- ❑ Email the confirmation number to the appropriate NJDOE assessment coordinator

Testing Site Requirements (1 of 2)

- Students must be well spaced with ample surface area.
- Provide assigned seating.
- Provide good lighting and ventilation.
- Use clock and chart to display time remaining.
- Never leave students unattended.
- Supervise students at all times including restroom breaks.
- Monitors to keep hallways quiet and testing rooms undisturbed.
- Post “Testing Do Not Disturb” signs on testing room doors (see Appendix C of the Test Administrator Manual [TAM]).

Testing Site Requirements (2 of 2)

- The following are examples of discouraged behavior and/or materials:
  - No coats, backpacks, or purses are permitted in the testing rooms
  - No instructional displays should be present in the testing rooms
  - No buzzers, bells, or non-emergency announcements or interruptions during testing
  - No cell phones, MP3 players, or any unauthorized electronics are permitted in the testing rooms
  - No food or beverages (except if by IEP or 504)
  - No unauthorized materials

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Who Must Test

All students currently enrolled in tested grades/course in the state's public school system are expected to participate in statewide assessment [*N.J.A.C.* 6A-8-4.1(d)]. This includes the following students:

- Students in general education
- Students who are newly arrived English Learners (ELs) must take the Math and Science assessment. ELs in grades 3-8 are exempt from the ELA state assessment.
  - Additional guidance regarding high school ELs will be provided at a later date.
- Students with disabilities except those with the most significant cognitive disabilities, who qualify for the DLM. These students must take the alternate assessment (i.e., DLM) as specified in their IEP.

Who Must Test: Students with IEPs

Students with IEPs that are exempt from passing are:

- required to take all appropriate statewide assessments
- required to take each assessment once
- not required to pass statewide assessments, alternate graduation assessments, or participate in the appeals process

Who Must Test: Middle School Math

- Middle school students enrolled in a one year Algebra I or Geometry course must take the Algebra I or Geometry assessment instead of the grade 7 or grade 8 math assessment.

- Middle School students enrolled in a two year Algebra I or Geometry course must take their grade level math assessment in the first year of the course (grade 7 or 8 math) then take the Algebra I or Geometry assessment in the second year of the two year course.

- Middle school students enrolled in multiple high school level mathematics courses (Algebra I, Geometry, Algebra II) will take only one math assessment – Algebra I or Algebra II.

Who Must Test: High School (1 of 4)

- High school (HS) students not enrolled in a tested math or ELA course do not take the test.

- HS school students currently enrolled in an Algebra I, Geometry, or Algebra II course must take the corresponding state assessment unless they are repeating the course but have previously passed the assessment associated with the course.

- HS students enrolled in multiple mathematics courses will take only one state mathematics assessment per assessment administration, that being Algebra I or Algebra II.

Who Must Test: High School (2 of 4)

- High school (HS) students enrolled in an integrated math course, that includes Algebra I or Geometry and is a prerequisite for an Algebra I or Geometry course, do not take the Algebra I or Geometry assessment while enrolled in the course. These students must wait until they are enrolled in the Algebra I or Geometry course to take the test.

- HS students enrolled in a integrated math course, that includes Algebra or Geometry and is an alternative to an Algebra I or Geometry course, must take the Algebra I or Geometry assessment.

Who Must Test: High School (3 of 4)

- High school students enrolled in tested courses or grades must take the assessment regardless of the type of ELA course they are currently enrolled in. Additional guidance regarding high school testing will be provided at a later date.
  - **Exception**: Students repeating a course who have previously passed the assessment associated with that course are not required to re-take that assessment.
- English learners (ELs) enrolled in English as a Second Language (ESL) (i.e., beginner, intermediate, or advanced level) must take the ELA assessment associated with their course equivalent/credit assignment and not the level of the ESL course.

Who Must Test: High School (4 of 4)

- Students enrolled in multiple ELA courses will take only one ELA assessment, as deemed appropriate by the school district; unless one of the multiple courses is Grade 10 ELA. In that case, these students must take the Grade 10 ELA assessment.

- Grade level ELA course/credit assignment determines participation in statewide assessments, not grade level homeroom assignment.

Who Must Test: Adult High School Students

Adult High School: Current Assessments vs. Historical Assessments

- Adult high school students enrolled in a currently assessed course (Algebra I, Geometry, Algebra II) must take the associated statewide assessment unless they have taken any past statewide graduation test, i.e. MBS, HSPT 9, HSPT 11, SRA, HSPA, or AHSA
- Adult high school students who passed any historical statewide assessment, will have their passing scores banked and counted toward their graduation testing requirement. These students do not take state tests.
- Adult high school students who took, but did not pass, the historical statewide assessments must meet the graduation testing requirement via the alternative pathways or the portfolio appeal process.
- HSPA cohort students do not take the test regardless of course enrollment.
- Note: Students who did not pass the HSPA/ASHA in a content area must rely on the alternative pathways or portfolio appeals.

Who Must Test: Science

- All students enrolled in grades 5, 8, and 11 must take a state science assessment.
- For high school students in grade 11, requirement for participation in the assessment is determined by credit total and not homeroom assignment.

Students Who Take the DLM Assessment are Exempt From Taking General Statewide Assessments

- All students who are exempt from taking the general assessment must participate in the DLM assessments in ELA, mathematics, and science as specified in their IEP.
- Detailed Information & Decision Guidelines available at the following links:
  - http://www.state.nj.us/education/assessment/apa/dlm/
  - http://www.dynamiclearningmaps.org/newjersey

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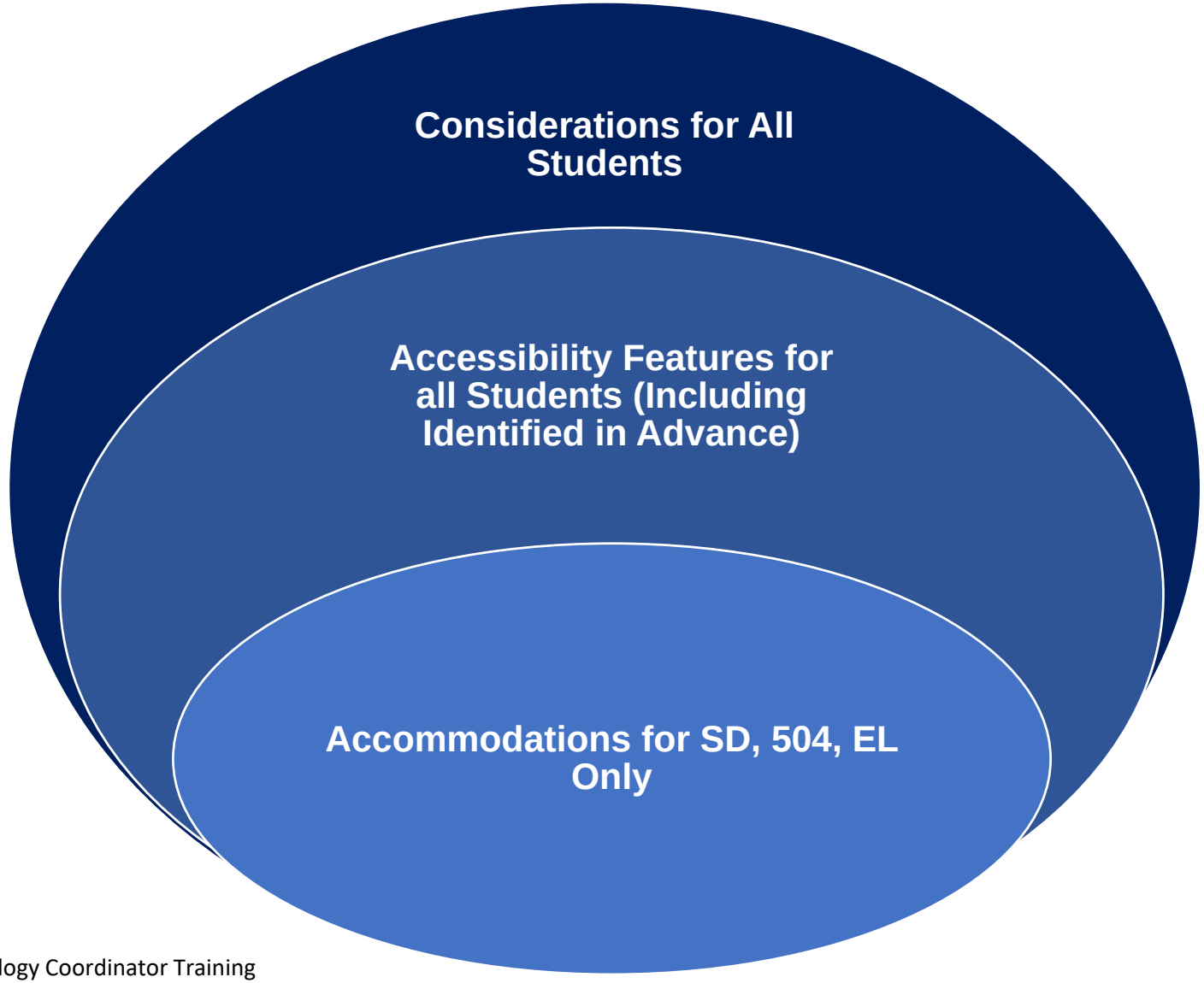
Accessibility Features and Accommodations



Accessibility Features for All Students

- Answer Masking*
- Audio Amplification
- Bookmark
- Color Contrast*
- Blank Scratch Paper
- Eliminate Answer Choices
- General Administration Directions Clarified
- General Administration Directions Read Aloud and Repeated as Needed
- Highlight Tool
- Headphones or Noise Buffers
- Line Reader Mask Tool
- Magnification/Enlargement Device
- Notepad
- Pop-up Glossary
- Redirect Students to the Test
- Spell Check or External Spell Check Device
- Student reads Assessment Aloud to Self*
- Text-to-Speech for Mathematics/Science*
- Human Reader/Human Signer for Mathematics/Science*
- Writing Tool

*** = must be identified in advance**

Administrative Considerations for All Students

- Small Group Testing
- Time of Day
- Separate or Alternate Location
- Specified Area or Setting
- Adaptive and Specialized Equipment of Furniture
- Frequent Breaks

Accommodations for Students with Disabilities

- IEP or Section 504 Plan teams are responsible for making all accommodation decisions
- Accommodations must be documented in an approved IEP or Section 504 Plan
- Students should have prior experience using the accommodation routinely during classroom instruction and locally-administered assessments.

Presentation Accommodation for Students with Disabilities

- Assistive Technology
- Screen Reader Version
- Refreshable Braille Display with Screen Reader Version for ELA
- Hard Copy Braille Edition (provided in Unified English Braille)
- Tactile Graphics
- Large Print Edition (provided in 18 point font on paper sized 14”x18”)
- Paper-Based Edition (must have a valid IEP or Section 504 Plan)
- Closed Captioning of Multimedia on ELA
- American Sign Language (ASL) Video for Mathematics/Science
- Human Signer for Test Directions
- ELA Assessments, including items, response options, and passages
  - Text-to-Speech
  - American Sign Language (ASL) Video
  - Human Reader/Human Signer

Response Accommodation for Students with Disabilities

- Assistive Technology (Non-Screen Reader)
- Braille Note-taker
- Braille Writer
- Calculation Device (on Calculator Section of Mathematics Assessment)
- Calculation Device and Mathematics Tools (on Non-Calculator Sections of Mathematics Assessment)
- ELA Selected Response Options, ELA Constructed Response Options and Math/Science Response Options
  - Speech-to-Text
  - Human Scribe
  - Human Signer
  - Assistive Technology Device
- Monitor Test Response
- Word Prediction External Device

Speech to Text – New Guidance

Students receiving Speech-to-Text as an accommodation may now use a third-party web-based product that requires the use of the internet to initiate the product, if the product is used routinely by the student during classroom instruction.

- Student must test one-to-one (i.e., test administrator and student)
- Test Administrator must monitor the student
  - Proctor is required in the testing room
- TC must verify third-party device was not used to access the internet outside of its original purpose
- Data audit printed and submitted along with completed form to PAN

Timing and Scheduling Accommodation for Students with Disabilities

- Extended Time (must have a valid IEP or Section 504 Plan)
  - Students have until the end of the school day to complete a single test unit administered during the prescribed testing window. Students receiving this testing accommodation should be tested in a separate setting to minimize distractions to other students, and to schedule for testing in the morning to allow adequate time to complete a test unit.

Accommodations for English Learners (ELs) (1 of 2)

- EL teams are responsible for making all accommodation decisions.
- Accommodations for ELs must be documented.
- Students should have prior experience using the accommodation routinely during classroom instruction and locally-administered assessments.
- Newly arrived ELs, in grades 3 through 8 only, who are enrolled in United States schools after June 1 of the prior school year, may be excluded from taking the ELA assessment in the current school year.
  - Additional guidance regarding high school ELs will be provided at a later date.
- Students classified as ELs whose parent/legal guardian has refused language support services, are eligible to receive EL testing accommodations as deemed appropriate.

Accommodations for ELs (2 of 2)

- Extended Time
- Word-to-Word Dictionary (English/Native Language)
- Mathematics/Science Response Speech-to-Text or Human Scribe
- General Administration Directions Read Aloud and Repeated in Student's Native Language (see note)
- General Administration Directions Clarified as Needed in Student's Native Language
- Online Transadaptation of the Mathematics/Science Assessment in Spanish
- Paper-Based Edition of Mathematics/Science Assessment in Spanish
- Large Print Edition of the Mathematics/Science Assessment in Spanish
- Text-to-Speech or Human Reader for the Mathematics/Science Assessment in Spanish

Note: Read aloud directions are available in the following languages:, Arabic, Bengali, Chinese Mandarin, Gujarati, Haitian Creole, Korean, Portuguese, Russian, Spanish, Urdu. Science translation available in Spanish only.

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Calculators (1 of 4)

- Permitted only on “Calculator Section” of math units
- Not permitted on “Non Calculator” sections of math units
- Computer Based Testing (CBT)
  - calculator automatically provided on TestNav platform during Calculator Sections
  - Students must have prior experience with TestNav-provided calculator. Practice tests & tutorials are available.
- Paper Based Testing (PBT)
  - hand-held calculators must be used
- All hand held calculators must meet grade/course specific calculator requirements.
- For Science testing, the grade-appropriate calculator is permitted on all units.
- For the state Calculator Policy, please visit the following link: https://nj.mypearsonsupport.com/manuals/#resources

Calculators (2 of 4)

- Hand held calculators must be distributed & collected as specified in the Test Administrator Manual (TAM).
- District may provide CBT students with hand held calculators as permitted.
- Students may use their own calculator as permitted.
- Examiners must have extra calculators if hand held calculators are required by IEP or 504 Plan.
- Remove instructional manuals & function reference sheets of hand held calculators before testing.
- Memories & programs of all hand held calculators must be cleared before & after testing.

Calculators (3 of 4)

- Grades 3 through 5 mathematics students
  - No calculators except for students with IEP or 504 calculator accommodation.
  - Use four-function version for grade 3 through 5 students receiving accommodations.
- Grade 5 science students will utilize the four-function calculator.
- Grades 6 and 7 mathematics students will utilize the four-function calculator with square root and percentage functions.
- Grade 8 mathematics/science students will utilize a scientific calculator.
- Students taking Algebra I, Geometry, Algebra II, and grade 11 science will utilize a graphing calculator.

Note: Only IEP/504 students are permitted to use a lower-level version of their specified calculator. These students must be provided with both the grade/course specified calculator, either hand held or TestNav provided, and an additional hand held lower-level calculator.

Calculators (4 of 4)

- No tablet, laptop (PDA) or phone-based calculators
- No sharing by students during a testing session
- No QWERTY keyboards
- No built-in Computer Algebra Systems (CAS)

Mathematics specific policies:

- Not permitted for grade 3 through 5 except when IEP or 504 specified
- Not permitted for Non-Calculator Sections except when IEP or 504 specified

Initial Materials Shipment (1 of 3)

- Quantities are derived from information provided via Student Registration/Personal Needs Profile File Upload (including 5% overage per school)
- Initial materials shipment will arrive in district two weeks prior to official testing window start date
- Materials are packaged by school and are shipped to district office address as indicated in PearsonAccess^{next}

Initial Materials Shipment (2 of 3)

- List of Test Coordinator Kit (in resealable plastic bag)
- Paper bands (1 per 20 students)
- Color coded Pearson Scorable and Non-Scorable Return Labels (1 each per 25 students)
- UPS Ground Return Labels (1 per 25 students)
- Pre-Printed/Pre-Gridded Used Test Booklets/Return School Headers (1 per grade/subject testing
- Student ID labels and roster
- Return instructions sheet
- Shipping carrier return instructions

Initial Materials Shipment (3 of 3)

- List of Other Materials
- Packing List and Chain of Custody forms
- Test Coordinator Manuals (1 per school)
- Test Administrator Manuals (1 per 25 students)
- Paper-based test booklets and answer documents
- Mathematics Reference Sheets (1 per paper based test grade 5 – 8), Rulers and Protractors
- Periodic Tables (For Science)
- Large Print Kits
- Braille Kits
- Read Aloud Kits

Auditing Test Materials

Upon receipt of test materials, DTC must:

- Remove the packing list, Chain of Custody form and Test Coordinator Kit from box 1.
- Inventory materials immediately to verify that all materials have been included and are not damaged or missing.
- Count through the shrink wrap without opening it (do not open shrink wrapping until two school days before testing).
- Secure materials in locked storage with limited access.
- Order additional materials, if necessary.
- Keep the shipping boxes to return Scorable and Non-Scorable materials to Pearson (Math/ELA) or Measurement Incorporated (NJSLA-Science) after testing is completed. **Please do not mix up these shipments. Send to appropriate vendor as indicated.**
- Report any contaminated, damaged, or missing materials using the District Return Form. Also, please contact the vendor Helpline immediately regarding any missing/damaged materials: 888-705-9416 (follow phone prompts).

Additional Orders

- Only users with the STC and DTC roles can order additional test materials.
- Do not submit additional orders prior to verifying initial shipment of test materials.
- Inventory all test materials prior to placing an additional order.
- Test Booklets and Answer Documents are shipped in packs of five.
- Additional orders will be reviewed by NJDOE. If approved, please allow for three to five business days for arrival.
- Additional orders are packaged by school for ELA and math. All science will be at the district-level only.
- All orders are shipped to your district's central office.

Test Materials (1 of 3)

- Paper-Based Test materials
- Test Booklet: pack of five
- Answer Document: pack of five
- Consumable Test Booklet for grade 3 only: pack of five
- Paper version of Mathematics Reference Sheets for grades 5 through high school
- Computer-Based Test materials
- Student Testing Tickets for Computer-Based Testing
- Student Pre-ID labels for Paper-Based Testing

Test Materials (2 of 3)

- Headphones or ear buds
  - Required for ELA for all students
  - Required for mathematics/science if student is receiving Text-to-Speech
  - Headphones may be used as noise buffers (accessibility feature)
- Headsets with Microphones
  - Used by students who will have testing accommodation “Speech-to-Text”
- Other Materials
  - Blank Scratch Paper – graph, lined or unlined paper
  - Pencils – wooden No. 2 with erasers
  - Periodic Table for science
  - Calculators – download policy at: https://nj.mypearsonsupport.com/manuals/#resources
  - Math Tools – download policy at: https://nj.mypearsonsupport.com/manuals/#resources

Test Materials (3 of 3)

- Approved external devices may not access the internet nor store/save information
- Timing device
- Flip chart or board
- Door sign – see Appendix C in the TAM
- Leisure reading materials – see Appendix C in the TCM

Mathematics Reference Sheets

- Mathematics Reference Sheets are based on the state's standards for mathematics
- Mathematics Reference Sheets are required for grade 5 through 8, Algebra I, Geometry, and Algebra II only
- For online test takers, the Mathematics Reference Sheets are part of the online platform
- Schools may download and print copies for computer-based testers

Periodic Table

- Periodic Tables will be shipped with paper-based test materials. The Periodic Table is available as part of the online platform for computer-based test takers. The Periodic Table is also available online to download and print at www.measinc.com/nj/Science

Mathematics Tools

- Geometry tools such as tracing paper, reflection tools, straight edge, and compass are optional and allowable materials for the grade 8 mathematics and Geometry assessments.
- Hard copy rulers and protractors for paper-based assessments for certain grade levels are provided. For computer-based testing, the required tools are provided through the TestNav platform.

Rulers and Protractors for Paper-Based Testing

Grade/Course	NJSLA Provided	Allowable (Not Provided)
Grade 3	Ruler (1/4 inch)	None
Grades 4 through 7	Ruler (1/8 inch) & Protractor	None
Grade 8	Ruler (1/8 inch)	Protractor
Algebra I, Geometry, Algebra II	None	Ruler & Protractor

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Student Registration/Personal Needs Profile (SR/PNP) (1 of 5)

- Single Combined SR/PNP data file upload with separate records for ELA and for Math
- SR/PNP must be uploaded prior to the preparation of test sessions
- SR/PNP can be updated up until a test starts but test session preparation must be repeated
- Beware of natural progressions (i.e. accountable school [i.e., responsible school], changes from middle school to high school or from K8 school to regional high school) and the need to update student information in the district data system (i.e. Genesis, PowerSchool, Realtime) prior to NJ SMART and SR/PNP imports
- Beware of students attending ORP & ODP placements. Coding for Accountable/Responsible School & Testing School must be accurate
- **Science SR/PNP must be uploaded separately, directly to PAN – not through NJ SMART**
  - **Testing site requirements: the testing site must upload their student data and include the accountable district and school codes for each student**
  - **Single SR/PNP data file upload with a separate record for science**

Student Registration/Personal Needs Profile (2 of 5)

Out-of-Resident Placement (ORP) Sending and Receiving

An out-of-resident placement is established when a student attends a school other than the one they would have attended, in their respective district, due to program services offered (i.e., English Learner or special education program).

State Assessment Testing Site District code and State Assessment Accountable District code	Same six-digit code (County and District).
State Assessment Testing Site School code	Three-digit code of the school that is testing the student.
State Assessment Accountable School code	Three-digit code of the school the student would normally attend if the school could provide his or her educational services/programs.

Student Registration/Personal Needs Profile (3 of 5)

Out-of-District Placement (ODP) Sending and Receiving

- The student attends an out-of-district placement facility for programs/services not offered in their district (i.e., approved private, public receiving, or special services commission).

State Assessment Testing Site District Code	Six-digit code of the county and district that is testing the student.
State Assessment Testing Site School Code	Three-digit code of the school that is testing the student.
State Assessment Accountable District Code	Six-digit code of the county and district the student resides.
State Assessment Accountable School Code	Three-digit code of the school the student would normally attend if the school could provide his or her educational services/programs.

Student Registration/Personal Needs Profile (4 of 5)

School Choice is not an Out-of-District Placement

- NJDOE's Inter-District Public School Choice Program allows approved choice districts to enroll students who do not reside within their districts without cost to their parents.

- Students who attend a choice school **must not** be identified as sending and receiving. Districts that accept students under "School Choice" must identify themselves as the accountable district and school.

Student Registration/Personal Needs Profile (5 of 5)

Charter Schools are not Out-of-District Placements

- Students attending a charter school, regardless of the charter school's location, are not considered Out-of-District or Out-of-Resident Placements.

- Charter schools are the accountable district and school.

Homebound, Bedside, and Non-Testing Out-of-District Placements

- Students receiving homebound or bedside instruction must be tested unless they meet the definition of medical emergency.
  - A medical emergency is the occurrence of a severe medical or psychiatric condition or episode that requires medical attention or supervision during which time the student is not able to participate in state assessments.
- Students should be tested during the hours they normally receive instruction.
- Students should have prior experience using the accommodation routinely during classroom instruction and locally-administered assessments.
- Students receiving homebound, bedside, and non-testing ODP may be tested via paper-based version or online.

Non-Testing Out-of-District Placements

Students attending an Out-of-District Placement that will not administer the ELA, math, or science test must either:

- Return to their home district to be tested, or
- The home district must send a Test Administrator to the student's ODP site to test the student.

Note: If deemed appropriate, students may be brought back to a district office to test (i.e., in home suspension).

Homebound, Bedside, and Non-Testing Out-of-District Placements

Test Administrator qualifications and requirements:

- ✓Licensed professional employed by the district
- ✓Trained by the district or school test coordinator
- ✓Signs appropriate chain of custody forms and test security agreement
- ✓Maintains test security at all times
- ✓Has access to technology coordinator and test coordinator for support and guidance
- ✓Returns all secure testing materials to school test coordinator or district test coordinator as soon as possible after testing is completed

The following link provides guidance and conditions that must be adhered to in order to administer the assessment to homebound, bedside, and non-testing ODP students: https://www.state.nj.us/education/assessment/district/

Agenda

What's New for Spring 2019
Scheduling and Testing Site Requirements
Who Must Test
Accessibility Features and Accommodations
Materials and Tools
Student Registration and Placement
Securely Handling Materials and Post-Testing
Important Links and Contact Information

Mandatory Turnkey Training

- District Test Coordinators must schedule a mandatory training session for all School Test Coordinators and District Technology Coordinators.

- School Test Coordinators must schedule a mandatory training session for all Test Administrators, Proctors and School Technology Coordinators.

- Please refer to Appendix C in the Test Coordinator Manual (TCM) for required staff qualifications.

Training Staff

- Turnkey Training by the District Test Coordinator (DTC) is required for all staff involved in testing.
  - See training guidelines downloadable at the following link: https://nj.mypearsonsupport.com/
- Districts are strongly encouraged to hold a special training for accommodated testing (i.e., Scribes, Small Group Testing, One on One, English Learners or ELs, etc.).
- Responsibilities of School Test Coordinator (STC), Technology Coordinator (TC), Test Administrators (TA) and Proctors must be clearly delineated.
- Only Test Administrators may handle secure test materials.
- Proctors (1 per 25 students) can handle non-secure materials only.
- All staff involved in testing must sign the Security Agreement.

Test Security (1 of 2)

- Security is a district responsibility [*N.J.A.C.* 6A:8-4.1 (e)].
- Absolutely no reproduction or transmittal by any means of test items, passages, or other secure items or materials.
- Inform all district and school personnel of security procedures prior to test administration.
- Please refer to Section 2.0 of the TCM available at:
  - ELA and Math - https://nj.mypearsonsupport.com/manuals/
  - Science - www.measinc.com/nj/science
- Security breaches may have:
  - Financial consequences for the district
  - Professional consequences for staff
  - Disciplinary consequences for students

Test Security (2 of 2)

District Security Plan must cover, but is not limited to, the following:

- **Mandatory turnkey training**
- Locked storage of secure testing materials
- Delivery problems
- Technology problems
- Missing secure testing materials
- Reporting breaches and testing irregularities
- Damaged or contaminated testing materials
- Chain of command
- Disruptive or sick students
- Fire or emergency procedures
- Inclement weather
- Sample security plan is available at the following: https://www.state.nj.us/education/assessment/district/

Test Security: Unauthorized Electronic Devices

- Unauthorized devices are not permitted in any testing room any time before, during, or after testing.
  - **No exceptions**
- Have a written policy.
- Include district approved sanctions for violations and parental notification procedures.
- Notify parents, students and staff of device-ban policy and district-approved sanctions well in advance of testing.
- Include procedures for handling cell phones and other devices each day prior to testing.
  - Refer to your district policy on cell phones.
- Include procedures to have all violations immediately reported up the chain of command.
- Contact appropriate grade level NJSLA state coordinator immediately.

Test Security: Computer-Based Testing

- All computers and other testing devices must have the required software to support computer-based testing.
- All computers and other testing devices must have access to broadband and secure internet connectivity.
- Chain of Custody form, NJDOE provided template or district-designed, must be used to track distribution and collection of Student Testing Tickets.

Test Security: Paper-Based Testing

- Test Booklets must be stored in a secure location at all times when not in use.
- Test Booklets may never be accessible to personnel not responsible for testing.
- Each school must have a designated secure location with locked and restricted access to store secure test materials.
- Test Coordinators and Test Administrators must use all provided Security Forms to document test booklet distribution and test booklet return.

Security Forms

- Security Agreement is available at following link: https://nj.mypearsonsupport.com/manuals/#forms
- District Receipt & District Return Forms for Paper Based Tests are available at following link: https://www.state.nj.us/education/assessment/district/
- Chain of Custody Forms are available at following link: https://www.state.nj.us/education/assessment/district/
- Form to Report a Testing Irregularity or Security Breach is available at following link: https://www.state.nj.us/education/assessment/district/
- Form to Report Contaminated, Damaged, or Missing Materials is available at following link: https://nj.mypearsonsupport.com/manuals/#forms
- Post Test Certification Form is available at following link: https://nj.mypearsonsupport.com/manuals/#forms

Security Forms – Handling Protocol (1 of 3)

The following forms must stay in district:

- Security Agreements
- Chain-of-Custody forms for PBT
- Chain-of-Custody forms for CBT
- File copy of any form(s) emailed to NJDOE or uploaded to PAN

The following forms must be uploaded to PAN:

- District Receipt Form for PBT
- District Return Form for PBT
- Guidance for Speech-to-Text
- Irregularity Reports documenting routine refusals and minor irregularities
- Form to Report Contaminated, Damaged, or Missing Materials
- Post Test Certification form

Security Forms – Handling Protocol (2 of 3)

The following forms must be uploaded to PAN and the Support Request (i.e., confirmation number) emailed to the grade level state coordinator:

- Intra-District School to School Chain of Custody form for Transferred Paper Based Testing Materials
- District to District Chain of Custody Form for Transferred Paper Based Testing Materials
- Irregularity Reports documenting:
  - Security Breaches
  - Major Irregularities
  - Cell Phone Incidents
- Directions on how to upload forms to PAN can be found at: https://nj.mypearsonsupport.com

Note: Do not fax or email forms that contain student PII

Security Forms – Handling Protocol (3 of 3)

- DTCs must immediately contact the Office of Assessments as specified in Appendix C of the TCM. However, only include student initials and NJSMART ID when emailing the appropriate grade level NJDOE state coordinator. Do not include any other student information. Relevant test information such as subject and grade should be included.
- Until further notice, security forms that are required to be transmitted to the Office of Assessments must be uploaded directly to PAN. At this time, forms containing **student PII cannot be emailed**. Click on the following link for upload directions: https://nj.mypearsonsupport.com
- Once the form is uploaded, email the support request confirmation number (provided upon successful upload) to the appropriate grade-level NJSLA state coordinator. Include the name of the form, CDS Code, and school and district names in the subject line.

Security Agreement

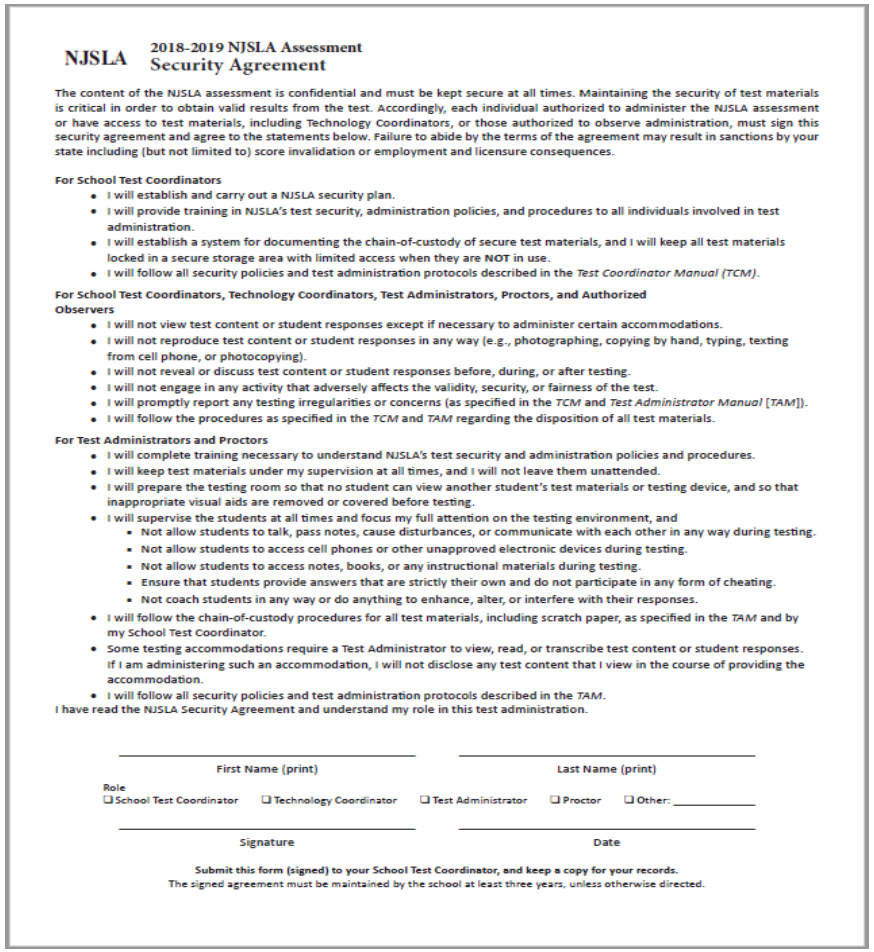
The following staff involved in state testing must sign the Security Agreement before each testing window to document that they have been sufficiently trained:

- District Test Coordinators
- School Test Coordinators
- District Technology Coordinators (including those contracted to provide technology services)
- School Technology Coordinators (including those contracted to provide technology services)
- Test Administrators
- Proctors

Schools must maintain the original signed versions of the Security Agreements for three years.

Download the Security Agreement form at the following link: https://nj.mypearsonsupport.com/manuals/#forms

Sample Security Agreement



NJSLA 2018-2019 NJSLA Assessment Security Agreement

The content of the NJSLA assessment is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the NJSLA assessment or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions by your state including (but not limited to) score invalidation or employment and licensure consequences.

For School Test Coordinators

- I will establish and carry out a NJSLA security plan.
- I will provide training in NJSLA's test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are **NOT** in use.
- I will follow all security policies and test administration protocols described in the *Test Coordinator Manual (TCM)*.

For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns (as specified in the *TCM* and *Test Administrator Manual* [*TAM*]).
- I will follow the procedures as specified in the *TCM* and *TAM* regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand NJSLA's test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or testing device, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
  - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
  - Not allow students to access cell phones or other unapproved electronic devices during testing.
  - Not allow students to access notes, books, or any instructional materials during testing.
  - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the *TAM* and by my School Test Coordinator.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the *TAM*.

I have read the NJSLA Security Agreement and understand my role in this test administration.

_____ First Name (print)

_____ Last Name (print)

Role
❑ School Test Coordinator ❑ Technology Coordinator ❑ Test Administrator ❑ Proctor ❑ Other: _____

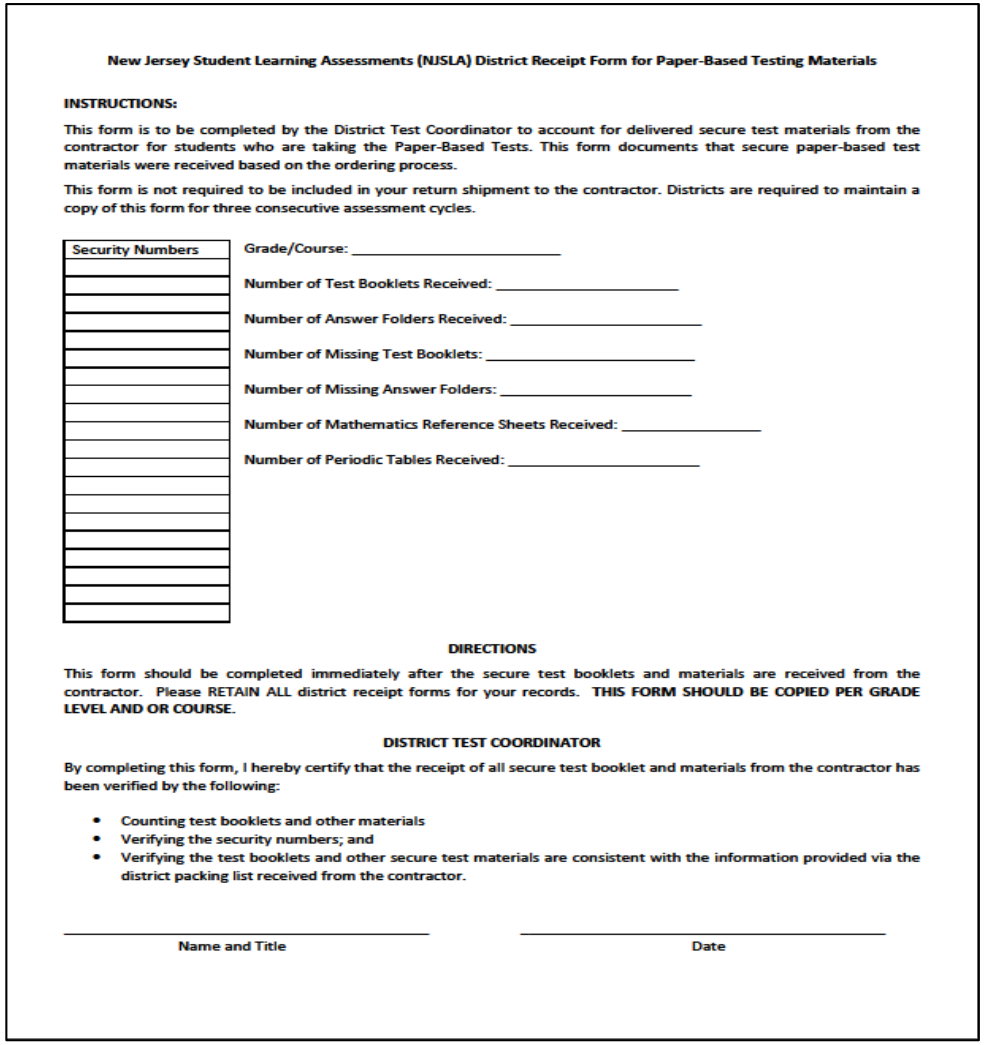
_____ Signature

_____ Date

Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.
The signed agreement must be maintained by the school at least three years, unless otherwise directed.

- Download at following link: https://nj.mypearsonsupport.com/manuals/#forms

Sample District Receipt Form for Paper-Based Testing Materials



New Jersey Student Learning Assessments (NJSLA) District Receipt Form for Paper-Based Testing Materials

INSTRUCTIONS:

This form is to be completed by the District Test Coordinator to account for delivered secure test materials from the contractor for students who are taking the Paper-Based Tests. This form documents that secure paper-based test materials were received based on the ordering process.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for three consecutive assessment cycles.

Security Numbers

Grade/Course: _____

Number of Test Booklets Received: _____

Number of Answer Folders Received: _____

Number of Missing Test Booklets: _____

Number of Missing Answer Folders: _____

Number of Mathematics Reference Sheets Received: _____

Number of Periodic Tables Received: _____

DIRECTIONS

This form should be completed immediately after the secure test booklets and materials are received from the contractor. Please RETAIN ALL district receipt forms for your records. **THIS FORM SHOULD BE COPIED PER GRADE LEVEL AND OR COURSE.**

DISTRICT TEST COORDINATOR

By completing this form, I hereby certify that the receipt of all secure test booklet and materials from the contractor has been verified by the following:

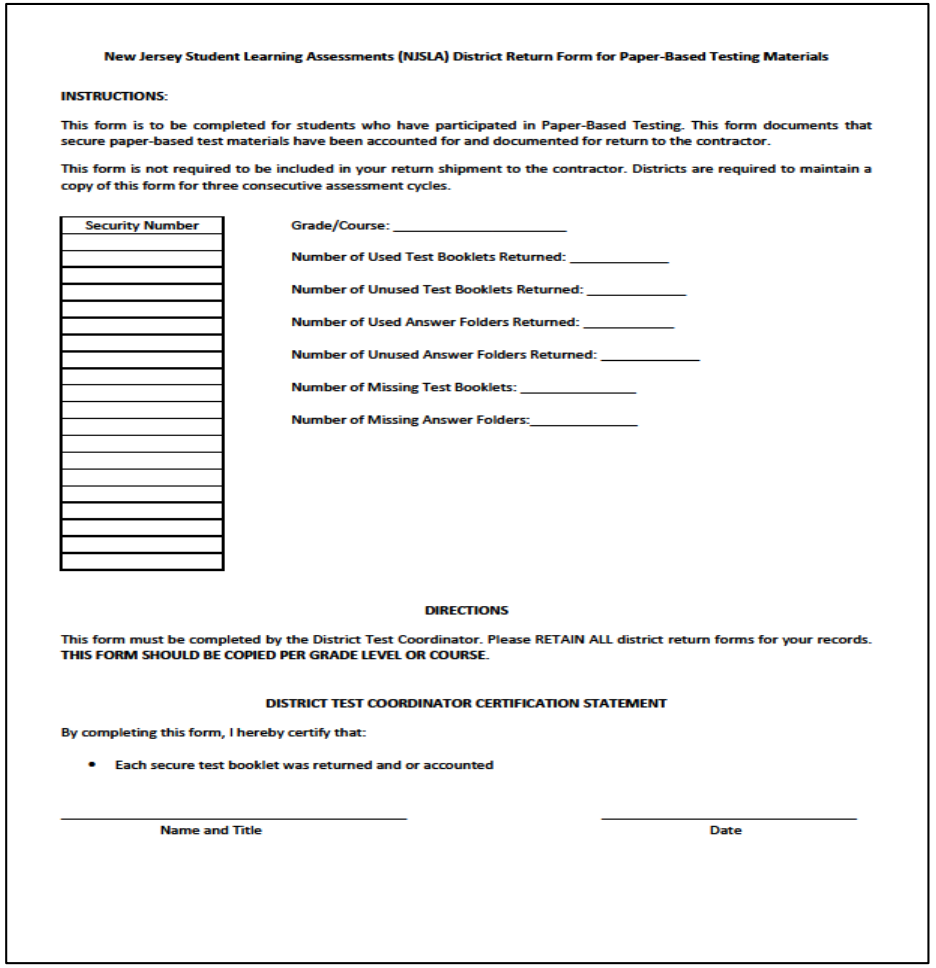
- Counting test booklets and other materials
- Verifying the security numbers; and
- Verifying the test booklets and other secure test materials are consistent with the information provided via the district packing list received from the contractor.

_____ Name and Title

_____ Date

- Download at following link: https://www.state.nj.us/education/assessment/district/

Sample District Return Form for Paper-Based Testing Materials



New Jersey Student Learning Assessments (NJSLA) District Return Form for Paper-Based Testing Materials

INSTRUCTIONS:

This form is to be completed for students who have participated in Paper-Based Testing. This form documents that secure paper-based test materials have been accounted for and documented for return to the contractor.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for three consecutive assessment cycles.

Security Number

Grade/Course: _____

Number of Used Test Booklets Returned: _____

Number of Unused Test Booklets Returned: _____

Number of Used Answer Folders Returned: _____

Number of Unused Answer Folders Returned: _____

Number of Missing Test Booklets: _____

Number of Missing Answer Folders:_____

DIRECTIONS

This form must be completed by the District Test Coordinator. Please RETAIN ALL district return forms for your records. **THIS FORM SHOULD BE COPIED PER GRADE LEVEL OR COURSE.**

DISTRICT TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I hereby certify that:

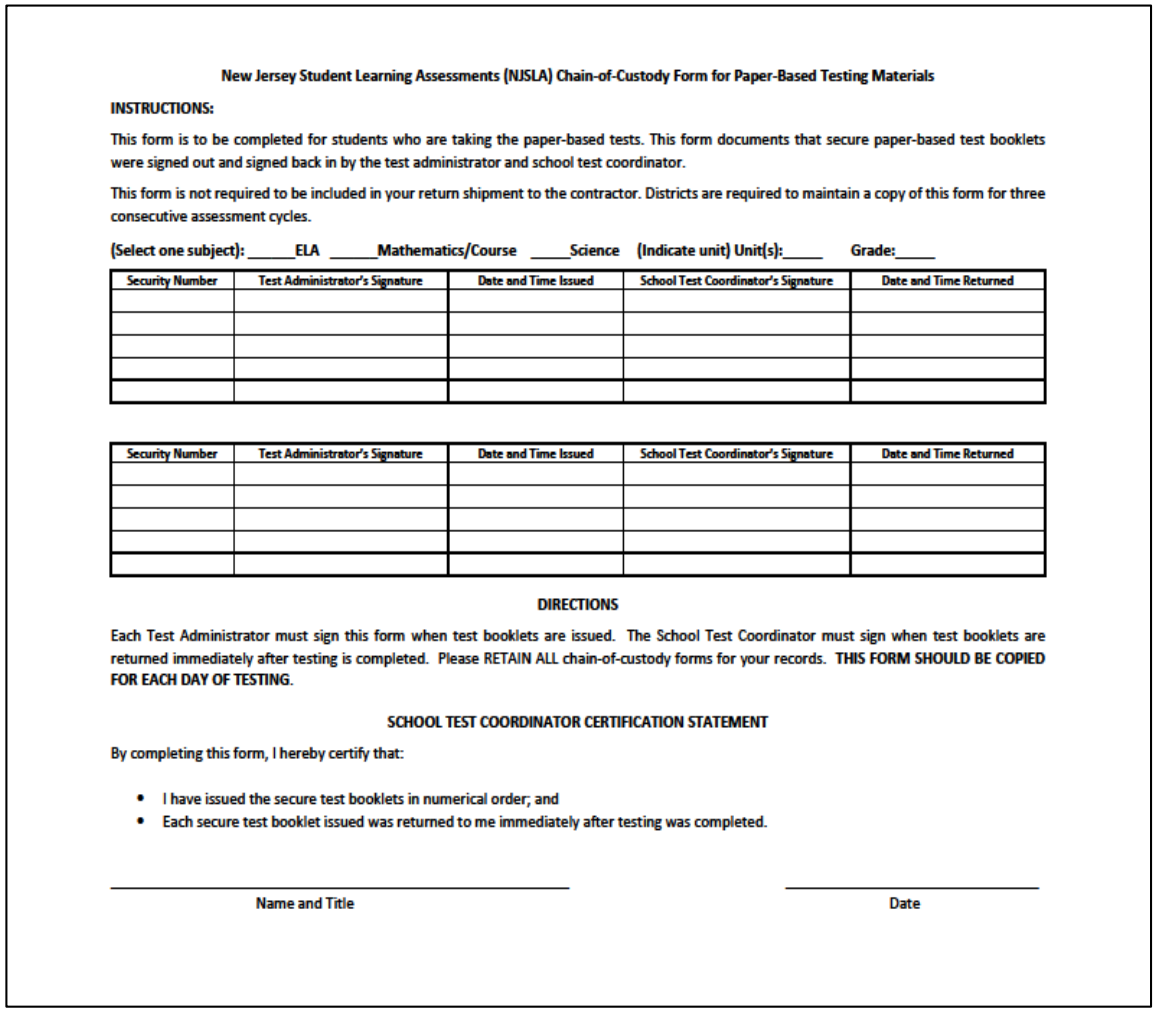
- Each secure test booklet was returned and or accounted

_____ _____

Name and Title Date

- Download at following link: https://www.state.nj.us/education/assessment/district/

Sample Chain of Custody Form for Paper-Based Testing Materials



New Jersey Student Learning Assessments (NJSLA) Chain-of-Custody Form for Paper-Based Testing Materials

INSTRUCTIONS:

This form is to be completed for students who are taking the paper-based tests. This form documents that secure paper-based test booklets were signed out and signed back in by the test administrator and school test coordinator.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for three consecutive assessment cycles.

(Select one subject): _____ELA _____Mathematics/Course _____Science (Indicate unit) Unit(s):_____ Grade:_____

Security Number	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

Security Number	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

DIRECTIONS

Each Test Administrator must sign this form when test booklets are issued. The School Test Coordinator must sign when test booklets are returned immediately after testing is completed. Please RETAIN ALL chain-of-custody forms for your records. **THIS FORM SHOULD BE COPIED FOR EACH DAY OF TESTING.**

SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I hereby certify that:

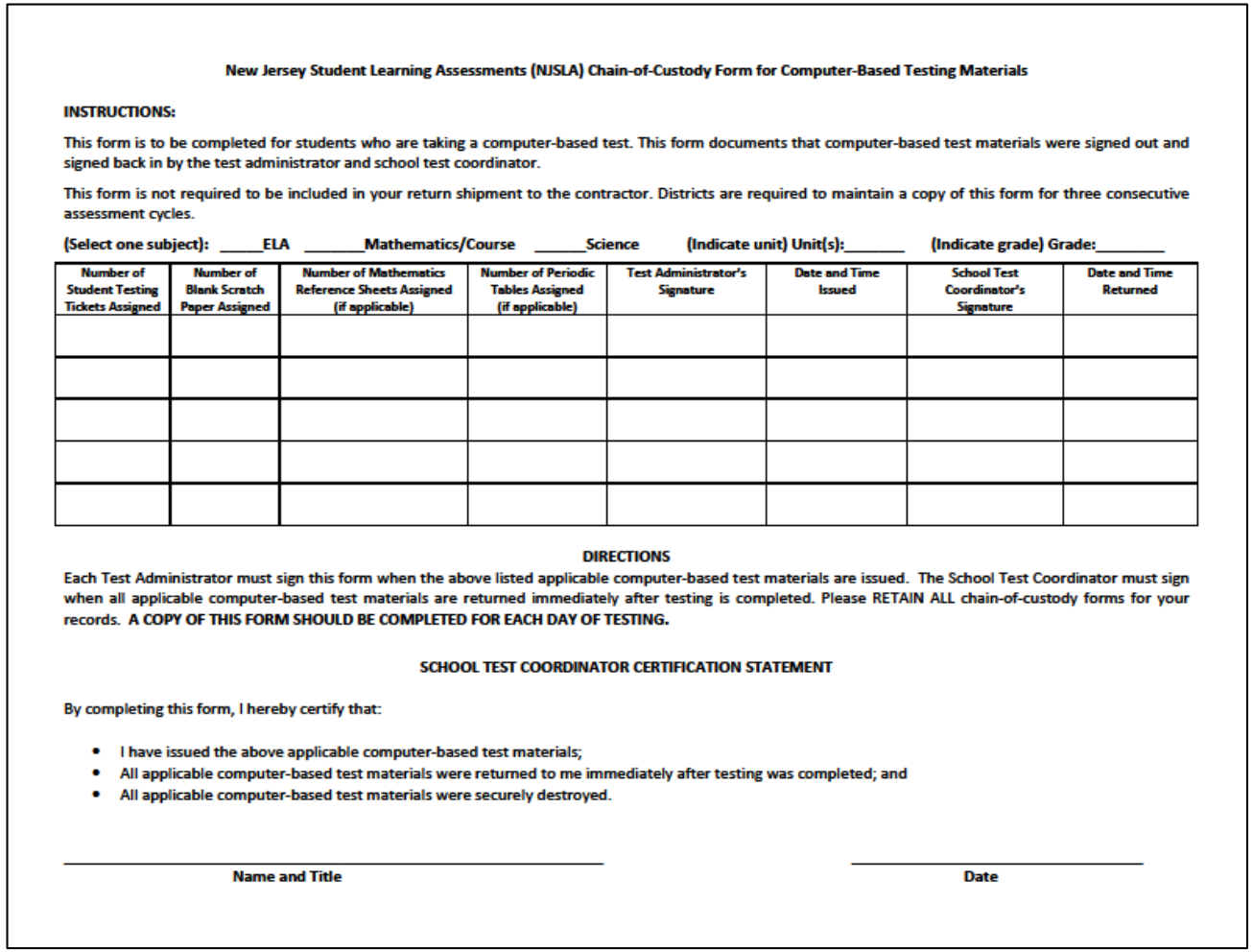
- I have issued the secure test booklets in numerical order; and
- Each secure test booklet issued was returned to me immediately after testing was completed.

_____ Name and Title

_____ Date

Download at following link: https://www.state.nj.us/education/assessment/district/

Sample Chain of Custody Form for Computer-Based Testing Materials



New Jersey Student Learning Assessments (NJSLA) Chain-of-Custody Form for Computer-Based Testing Materials

INSTRUCTIONS:

This form is to be completed for students who are taking a computer-based test. This form documents that computer-based test materials were signed out and signed back in by the test administrator and school test coordinator.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for three consecutive assessment cycles.

(Select one subject): _____ELA _____Mathematics/Course _____Science (Indicate unit) Unit(s):_____ (Indicate grade) Grade:_____

Number of Student Testing Tickets Assigned	Number of Blank Scratch Paper Assigned	Number of Mathematics Reference Sheets Assigned (if applicable)	Number of Periodic Tables Assigned (if applicable)	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

DIRECTIONS

Each Test Administrator must sign this form when the above listed applicable computer-based test materials are issued. The School Test Coordinator must sign when all applicable computer-based test materials are returned immediately after testing is completed. Please RETAIN ALL chain-of-custody forms for your records. **A COPY OF THIS FORM SHOULD BE COMPLETED FOR EACH DAY OF TESTING.**

SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I hereby certify that:

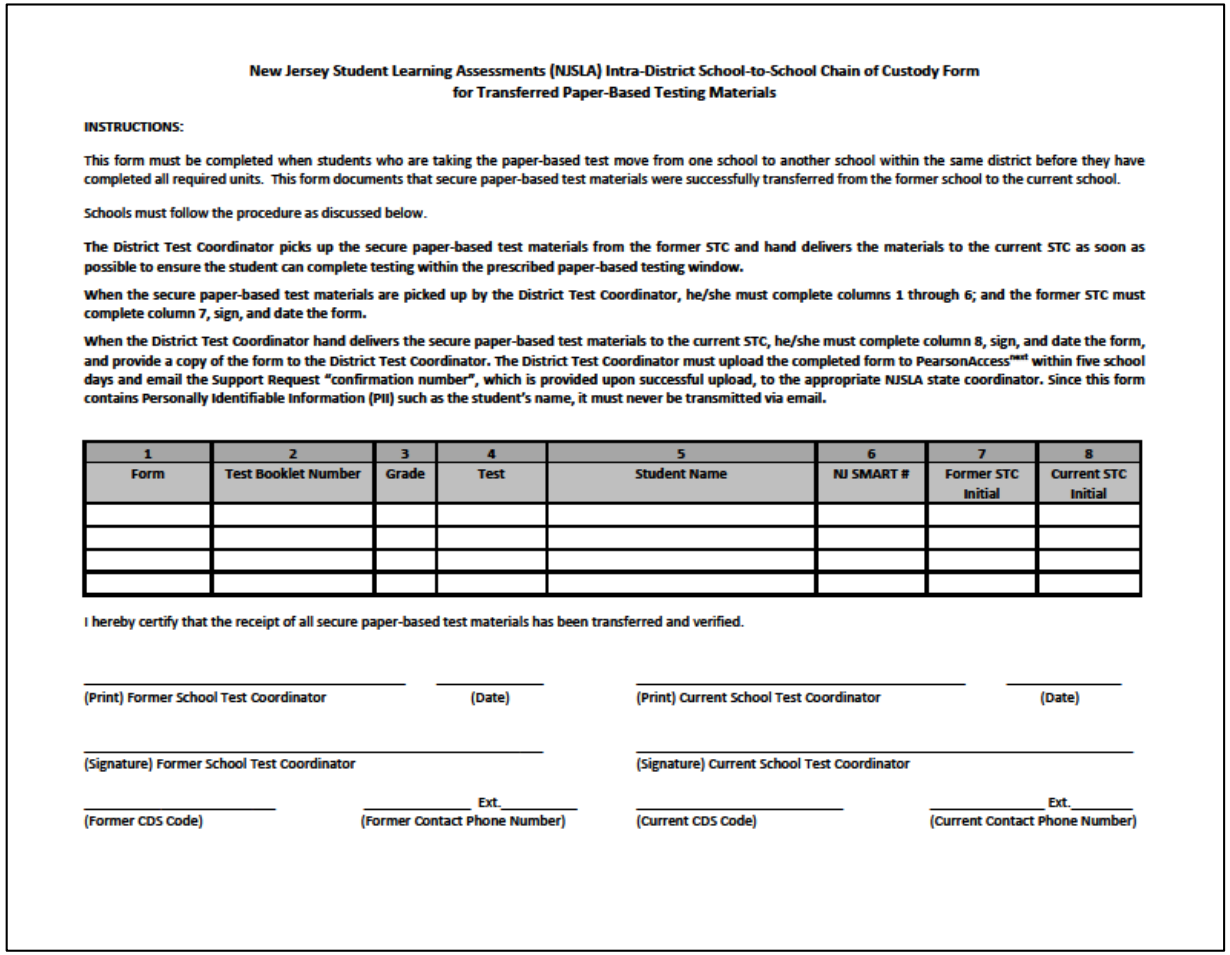
- I have issued the above applicable computer-based test materials;
- All applicable computer-based test materials were returned to me immediately after testing was completed; and
- All applicable computer-based test materials were securely destroyed.

_____ _____

Name and Title **Date**

Download at following link: https://www.state.nj.us/education/assessment/district/

Sample Intra-District School to School Chain of Custody Form for Transferred Paper-Based Testing Materials



New Jersey Student Learning Assessments (NJSLA) Intra-District School-to-School Chain of Custody Form for Transferred Paper-Based Testing Materials

INSTRUCTIONS:

This form must be completed when students who are taking the paper-based test move from one school to another school within the same district before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former school to the current school.

Schools must follow the procedure as discussed below.

The District Test Coordinator picks up the secure paper-based test materials from the former STC and hand delivers the materials to the current STC as soon as possible to ensure the student can complete testing within the prescribed paper-based testing window.

When the secure paper-based test materials are picked up by the District Test Coordinator, he/she must complete columns 1 through 6; and the former STC must complete column 7, sign, and date the form.

When the District Test Coordinator hand delivers the secure paper-based test materials to the current STC, he/she must complete column 8, sign, and date the form, and provide a copy of the form to the District Test Coordinator. The District Test Coordinator must upload the completed form to PearsonAccess^{next} within five school days and email the Support Request "confirmation number", which is provided upon successful upload, to the appropriate NJSLA state coordinator. Since this form contains Personally Identifiable Information (PII) such as the student's name, it must never be transmitted via email.

1 Form	2 Test Booklet Number	3 Grade	4 Test	5 Student Name	6 NJ SMART #	7 Former STC Initial	8 Current STC Initial

I hereby certify that the receipt of all secure paper-based test materials has been transferred and verified.

_____ _____ _____ _____

(Print) Former School Test Coordinator (Date) (Print) Current School Test Coordinator (Date)

_____ _____

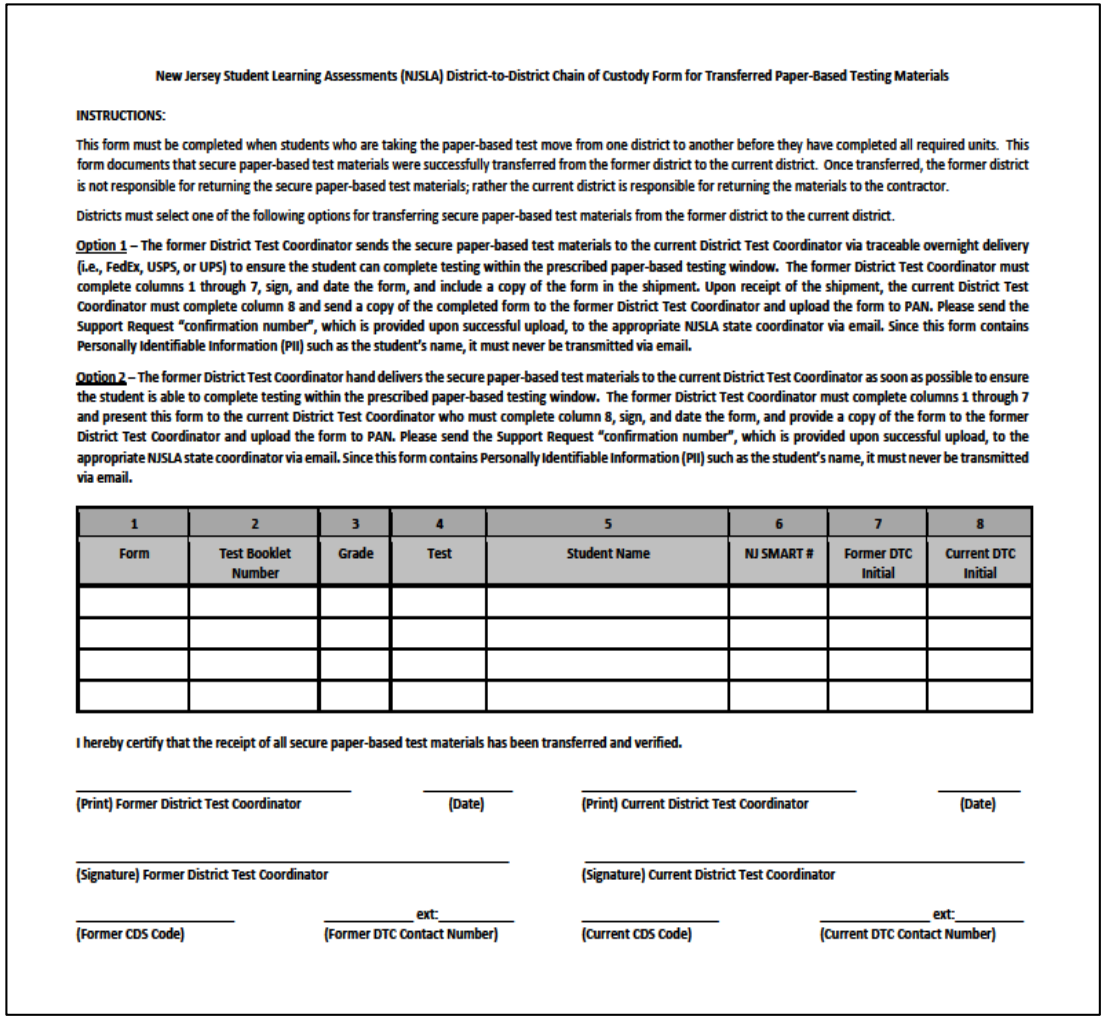
(Signature) Former School Test Coordinator (Signature) Current School Test Coordinator

_____ _____ Ext._____ _____ _____ Ext._____

(Former CDS Code) (Former Contact Phone Number) (Current CDS Code) (Current Contact Phone Number)

Download at following link: https://www.state.nj.us/education/assessment/district/

Sample District to District Chain of Custody Form for Transferred Paper-Based Testing Materials



New Jersey Student Learning Assessments (NJSLA) District-to-District Chain of Custody Form for Transferred Paper-Based Testing Materials

INSTRUCTIONS:

This form must be completed when students who are taking the paper-based test move from one district to another before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former district to the current district. Once transferred, the former district is not responsible for returning the secure paper-based test materials; rather the current district is responsible for returning the materials to the contractor.

Districts must select one of the following options for transferring secure paper-based test materials from the former district to the current district.

Option 1 – The former District Test Coordinator sends the secure paper-based test materials to the current District Test Coordinator via traceable overnight delivery (i.e., FedEx, USPS, or UPS) to ensure the student can complete testing within the prescribed paper-based testing window. The former District Test Coordinator must complete columns 1 through 7, sign, and date the form, and include a copy of the form in the shipment. Upon receipt of the shipment, the current District Test Coordinator must complete column 8 and send a copy of the completed form to the former District Test Coordinator and upload the form to PAN. Please send the Support Request "confirmation number", which is provided upon successful upload, to the appropriate NJSLA state coordinator via email. Since this form contains Personally Identifiable Information (PII) such as the student's name, it must never be transmitted via email.

Option 2 – The former District Test Coordinator hand delivers the secure paper-based test materials to the current District Test Coordinator as soon as possible to ensure the student is able to complete testing within the prescribed paper-based testing window. The former District Test Coordinator must complete columns 1 through 7 and present this form to the current District Test Coordinator who must complete column 8, sign, and date the form, and provide a copy of the form to the former District Test Coordinator and upload the form to PAN. Please send the Support Request "confirmation number", which is provided upon successful upload, to the appropriate NJSLA state coordinator via email. Since this form contains Personally Identifiable Information (PII) such as the student's name, it must never be transmitted via email.

1	2	3	4	5	6	7	8
Form	Test Booklet Number	Grade	Test	Student Name	NJ SMART #	Former DTC Initial	Current DTC Initial

I hereby certify that the receipt of all secure paper-based test materials has been transferred and verified.

_____ _____ _____ _____

(Print) Former District Test Coordinator (Date) (Print) Current District Test Coordinator (Date)

_____ _____

(Signature) Former District Test Coordinator (Signature) Current District Test Coordinator

_____ _____ ext:_____ _____ _____ ext:_____

(Former CDS Code) (Former DTC Contact Number) (Current CDS Code) (Current DTC Contact Number)

Download at following link:
https://www.state.nj.us/education/assessment/district/

Inter-District Transfer Work Request for CBT

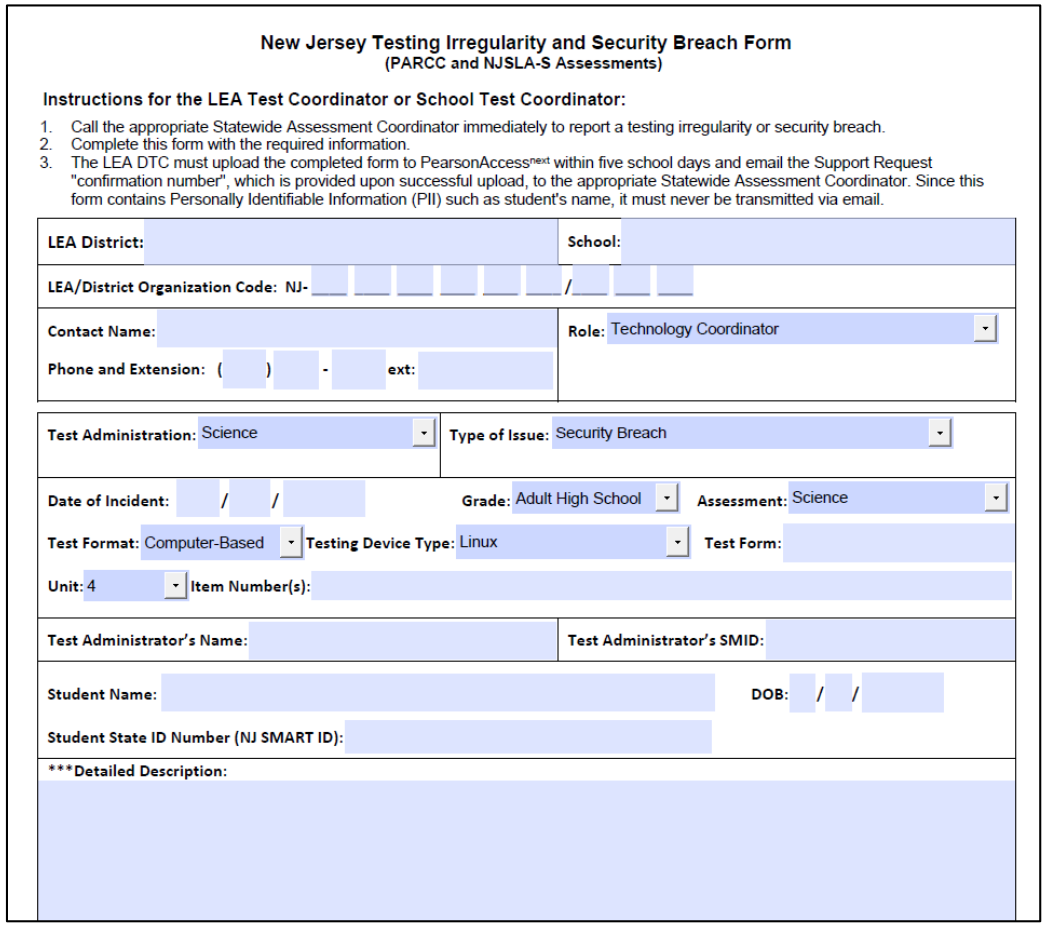
- Districts no longer contact NJDOE to transfer CBT students between districts.
- In PAN the District Test Coordinator of the new district will use the Work Request feature to request the transfer. Review the Transfer Student CBT Guidance located here: https://nj.mypearsonsupport.com/manuals/#panResources
- In PAN the District Test Coordinator of the former district will use the Work Request feature to approve the transfer request
- If a new student enters your district after initial SR/PNP please refer to page 2 of the Transfer Student CBT Guidance document.
- If a student leaves your district after initial SR/PNP please refer to page 9 of the Transfer Student CBT Guidance document.
- If a student leaves your district before testing begins you should unregister, unassign all tests, and unenroll the student from your organization.

Note: Do not request a Work Transfer from any student who has completed all testing in their previous district and has moved into your district.

Reporting Testing Irregularities and Security Breaches Contaminated, Missing, and Damaged Materials

- STC must report any incident to the DTC immediately.
- DTC must then email the appropriate NJSLA state coordinator as soon as possible after receiving notice from the STC.
  - Do not include PII. Use only the SID number.
- STC must complete appropriate form documenting the incident and provide completed form to DTC:
  - Form to Report a Testing Irregularity or Security Breach (i.e. cell phone incidents, testing disruptions due technical problems, severe weather or safety threats)
  - Form to Report Contaminated, Damaged, or Missing Materials
- DTC must upload form to PAN within five school days and provide NJDOE with support request confirmation number.

Sample Testing Irregularity and Security Breach Form



New Jersey Testing Irregularity and Security Breach Form
(PARCC and NJSLA-S Assessments)

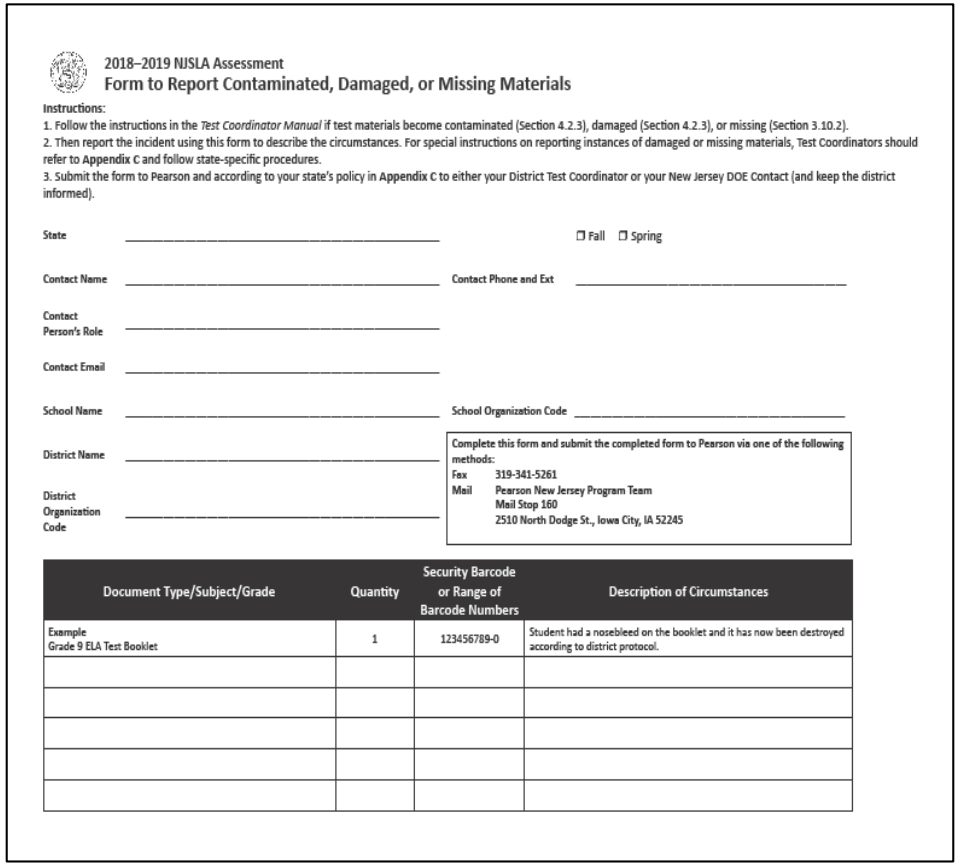
Instructions for the LEA Test Coordinator or School Test Coordinator:

1. Call the appropriate Statewide Assessment Coordinator immediately to report a testing irregularity or security breach.
2. Complete this form with the required information.
3. The LEA DTC must upload the completed form to PearsonAccess^{next} within five school days and email the Support Request "confirmation number", which is provided upon successful upload, to the appropriate Statewide Assessment Coordinator. Since this form contains Personally Identifiable Information (PII) such as student's name, it must never be transmitted via email.

LEA District:	**School:**
LEA/District Organization Code: NJ- ___ ___ ___ ___ ___ ___ / ___ ___ ___	
Contact Name:	**Role:** Technology Coordinator
Phone and Extension: ( ) - ext:	
Test Administration: Science	**Type of Issue:** Security Breach
Date of Incident: / /	**Grade:** Adult High School **Assessment:** Science
Test Format: Computer-Based **Testing Device Type:** Linux	**Test Form:**
Unit: 4 **Item Number(s):**	
Test Administrator's Name:	**Test Administrator's SMID:**
Student Name:	**DOB:** / /
Student State ID Number (NJ SMART ID):	
***Detailed Description:**	

Download at following link:
https://www.state.nj.us/education/assessment/district/

Sample Contaminated, Damaged, or Missing Materials Form



2018–2019 NJSLA Assessment
Form to Report Contaminated, Damaged, or Missing Materials

Instructions:
1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated (Section 4.2.3), damaged (Section 4.2.3), or missing (Section 3.10.2).
2. Then report the incident using this form to describe the circumstances. For special instructions on reporting instances of damaged or missing materials, Test Coordinators should refer to **Appendix C** and follow state-specific procedures.
3. Submit the form to Pearson and according to your state's policy in **Appendix C** to either your District Test Coordinator or your New Jersey DOE Contact (and keep the district informed).

State _____ ❒ Fall ❒ Spring

Contact Name _____ Contact Phone and Ext _____

Contact Person's Role _____

Contact Email _____

School Name _____ School Organization Code _____

District Name _____

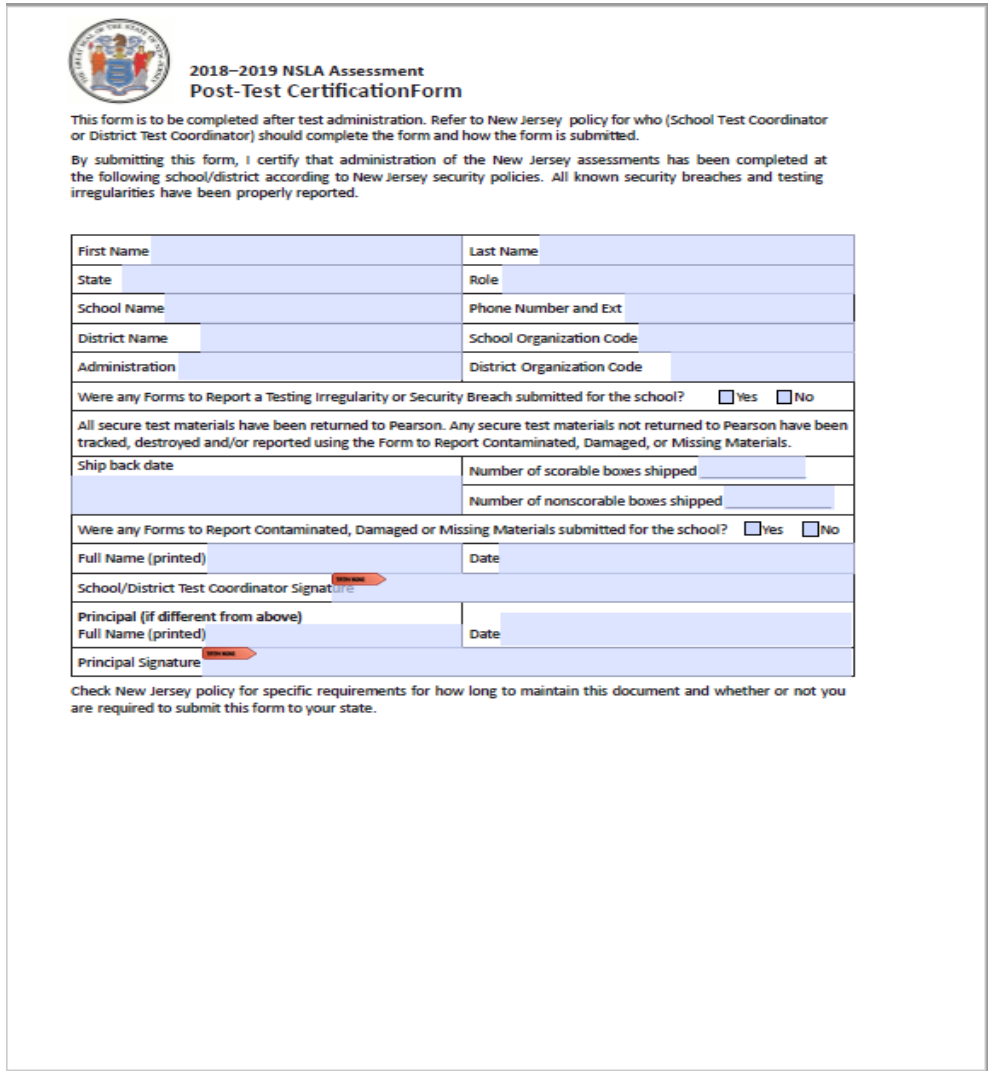
District Organization Code _____

Complete this form and submit the completed form to Pearson via one of the following methods:
Fax 319-341-5261
Mail Pearson New Jersey Program Team
Mail Stop 160
2510 North Dodge St., Iowa City, IA 52245

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example Grade 9 ELA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to district protocol.

- Download at following link: https://nj.mypearsonsupport.com/manuals/#forms

Sample Post-Test Certification Form



2018–2019 NSLA Assessment
Post-Test CertificationForm

This form is to be completed after test administration. Refer to New Jersey policy for who (School Test Coordinator or District Test Coordinator) should complete the form and how the form is submitted.

By submitting this form, I certify that administration of the New Jersey assessments has been completed at the following school/district according to New Jersey security policies. All known security breaches and testing irregularities have been properly reported.

First Name	Last Name
State	Role
School Name	Phone Number and Ext
District Name	School Organization Code
Administration	District Organization Code
Were any Forms to Report a Testing Irregularity or Security Breach submitted for the school? ☐ Yes ☐ No	
All secure test materials have been returned to Pearson. Any secure test materials not returned to Pearson have been tracked, destroyed and/or reported using the Form to Report Contaminated, Damaged, or Missing Materials.	
Ship back date	Number of scorable boxes shipped
	Number of nonscorable boxes shipped
Were any Forms to Report Contaminated, Damaged or Missing Materials submitted for the school? ☐ Yes ☐ No	
Full Name (printed)	Date
School/District Test Coordinator Signature	
Principal (if different from above) Full Name (printed)	Date
Principal Signature	

Check New Jersey policy for specific requirements for how long to maintain this document and whether or not you are required to submit this form to your state.

- Download at following link: https://nj.mypearsonsupport.com/manuals/#forms

Preparing Secure Test Materials For Return Shipments (1 of 2)

- DTC receives materials from STC.
- Scorable Test Booklets or Answer Folders must include a Student ID Label or hand-gridded student demographic data.
- Large Print and Braille responses must be transcribed into answer documents.
- Complete School Header Sheets for each grade level and subject.
- Scorable and non-scorable materials must be packaged separately in the boxes in which they were delivered.
- Do not overfill boxes.
- Place one return shipping label on the top of each box.
- Sequence of boxes is indicated on each return shipping label.

Preparing Secure Test Materials For Return Shipments (2 of 2)

- Pickups must be scheduled at least 24 hours in advance and no later than one week after the completion of testing.
- Contact UPS at 1-800-823-7459 to schedule pickup of ELA and math test materials for return to Pearson.
- Contact FedEx at 1-800-GoFedEx (1-800-463-3339) to schedule pickup of science test materials.
- UPS and FedEx customer service is available 24/7. Tell UPS or FedEx you are calling about a pickup request for Pearson or Measurement Incorporated as appropriate and will be using their return service.
- Once pickup is confirmed, keep a record of the confirmation numbers you receive from UPS or FedEx in case any question arises.

Scorable Secure Test Materials to be returned

- Used by student – grade 3 test booklets
- Transcribed by scribe – grade 3 test booklets
- Used by student – grade 4 through high school answer documents
- Transcribed by scribe – grade 4 through high school answer documents

Reminders:

1. All responses from Large Print and Braille forms must be transcribed by staff into regular version answer document.
2. Districts are required to follow the directions for transcribing student test responses found in Appendix C of the AFA Manual.

Non-Scorable Secure Test Materials to be Returned

- Unused answer documents for grade 4 through high school
- Unused test booklets for grade 3
- Test booklets marked “Do Not Score” for grade 3
- Answer documents marked “Do Not Score” for grade 4 through high school
- All test booklets for grade 4 through high school
- All Large Print test booklets
- All Braille test booklets
- All Human Reader Scripts (ELA and mathematics only)
- All Tactile Graphics

Packaging Scorable Secure Test Materials to return

- Place a single scorable materials return shipping label on top of each box
- Count the total number of scorable boxes.
- On the line that reads “SCH: BOX _ OF _” fill in the sequence of scorable boxes being returned for the school.
- Do **not** write anything else on the labels.
- Do **not** include your non-scorable box count with your scorable box count.

Please refer to the TCM for directions on how to return secure test materials.

Packaging Non-Scorable Secure Test Materials

- Place a single non-scorable materials return shipping label on top of each box.
- Count the total number of non-scorable boxes.
- On the line that reads “SCH: BOX _ OF _” fill in the sequence of non-scorable boxes being returned for the school.
- Do **not** write anything else on the labels.
- Do **not** include your scorable box count with your scorable box count.

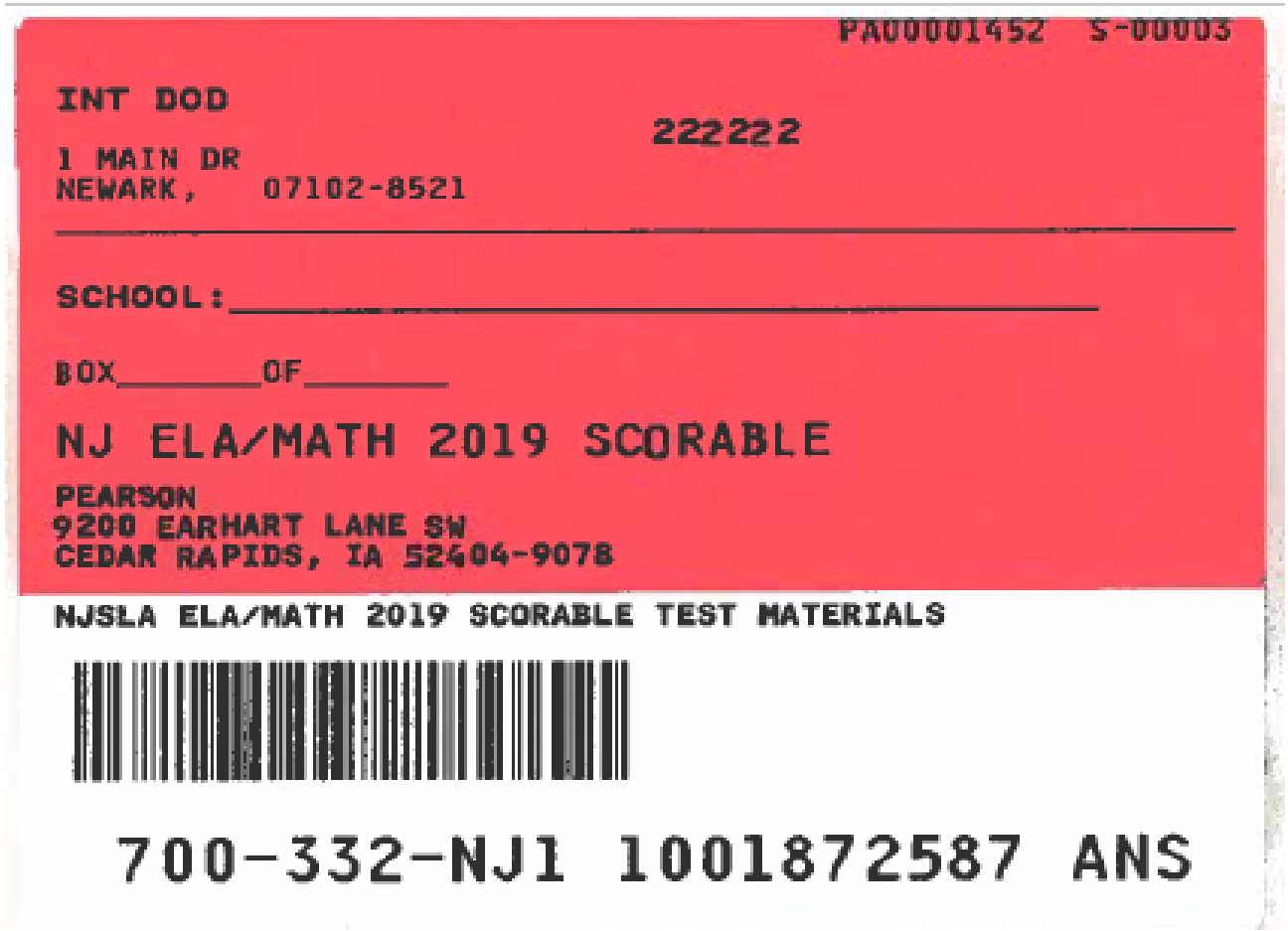
Please refer to the TCM for directions on how to return secure test materials.

Packaging Secure NJSLA-Science Test Materials for Return to Measurement Incorporated

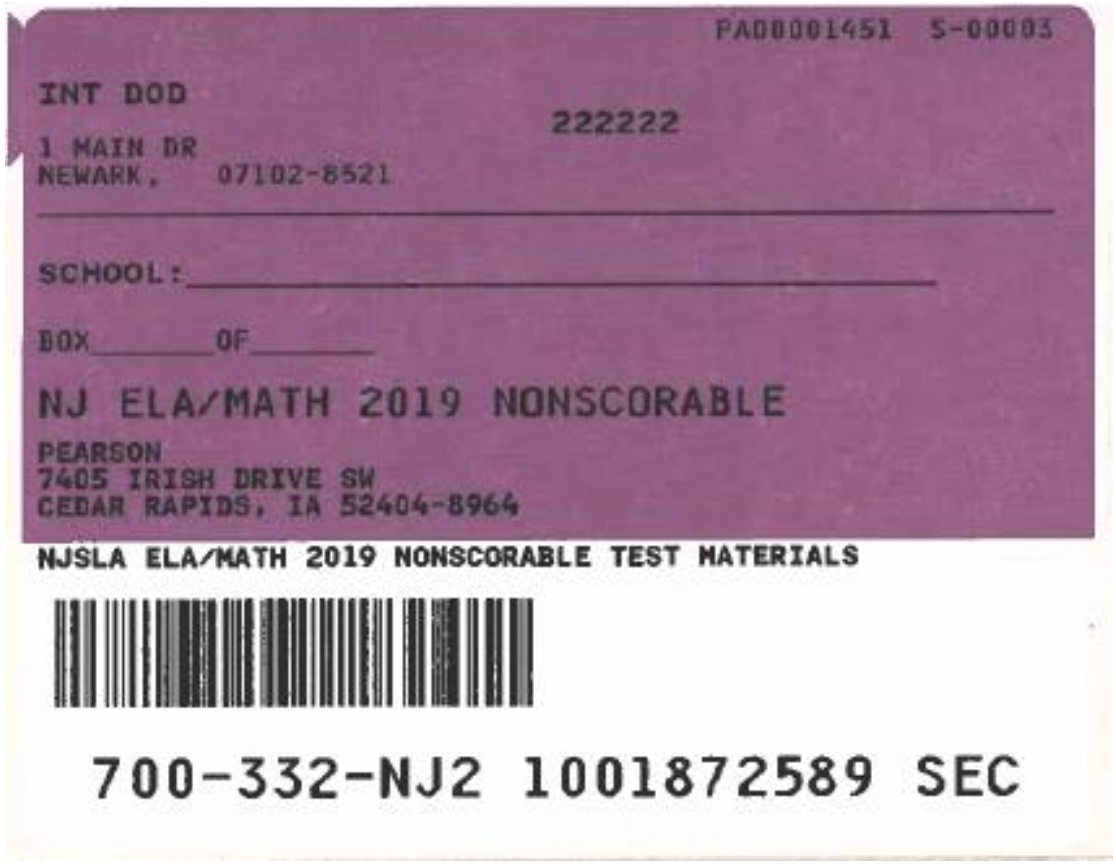
- Package Scorable and Non-scorable Secure Test Materials in separate boxes.
- If you are a DTC with more than one school, you do not need to use separate boxes for each school.
- See Test Coordinator Manual for full return instructions.
- Place one scorable or nonscorable return label on the **side** of each box.
- On the line that reads “BOX _ OF _” fill in the sequence of boxes being returned.
- Do **not** write anything else on the labels.
- All materials are returned together to a single location and all boxes should be numbered 1 through XX sequentially and returned in a single shipment. Begin your numbering with the boxes that contain scorable test materials.
- Place one FedEx Return Shipping label on the **top** of each box, covering the previous shipping label (May also remove or mark out the previous shipping label).

Note: For directions on how to return secure science test materials to MI please refer to the Science TCM.

Sample Scorable Materials Return Shipping Label

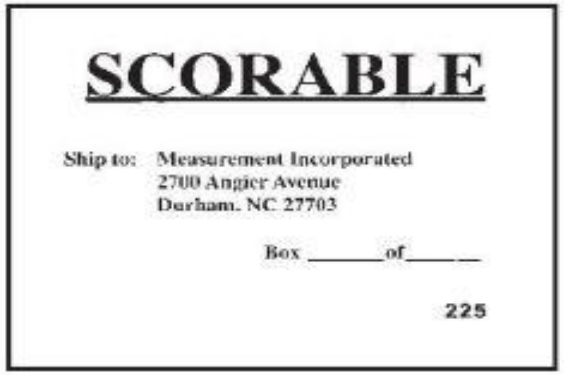


Sample Non-Scorable Materials Return Shipping Label



Sample Test Materials Return Shipping Labels for NJSLA-Science FedEx to Measurement Incorporated

Figure 5.4 Sample Measurement Incorporated Scorable Materials Return Shipping Label

FedEx Return Label	Measurement Incorporated Scorable Return Label Example
	

Not-Tested Codes and Void Codes

Not-Tested Codes are to be used when a student has never logged into TestNav:

1. Absent
2. Medical emergency
3. Other (refusal)

Void Codes are to be used when a student has logged into TestNav but did not complete testing:

1. Student Cheating
2. Security Breach
3. Other (refusal, wrong form, off-grade level, off-course, accommodation/ accessibility feature provided or not provided in error)

Note: A student who starts a test but does not complete it due to being absent for make-up testing cannot be voided. The student's test must be submitted by marking it complete.

Data Clean-Up

- It is the responsibility of the accountable district and school to ensure data clean up is completed.
- Accountable schools should run the operational report titled “Students Where Responsible District/School is Different from Testing District/School”.
- Update incorrect responsible district and school codes on student records via User Interface, SR/PNP file, or Student Test Update file.
- For paper-based testing: once test booklets and answer folders have been returned for scanning and processing, Not-Tested and/or Void Codes may be applied.

Agenda

What's New for Spring 2019
Scheduling and Testing Site Requirements
Who Must Test
Accessibility Features and Accommodations
Materials and Tools
Student Registration and Placement
Securely Handling Materials and Post-Testing
Important Links and Contact Information

Important Links

- **NJSLA-ELA and Math Information and Practice Tests**: https://nj.mypearsonsupport.com/
- **PearsonAccess^{next}** *:* https://nj.pearsonaccessnext.com
- **PearsonAccess^{next} Training:** https://trng-nj.pearsonaccessnext.com
- **Technology Setup:** https://nj.mypearsonsupport.com/
- **Download TestNav:** https://download.testnav.com/
- **Security Forms:** https://nj.mypearsonsupport.com/manuals/#forms
- **NJSLA-Science Information & Practice Tests:** www.measinc.com/nj/science

NJDOE Contact Information

Grades 3 through 8	Orlando.Vadel@doe.nj.gov	609-376-3470
High School	Timothy.SteeleDadzie@doe.nj.gov	609-376-3469
Grade 5, 8 and 11 Science	John.Boczany@doe.nj.gov	609-376-3460

- Please contact the appropriate grade level state coordinator. Refrain from sending the same email to multiple coordinators.
- When contacting the Office of Assessments only provide the Student Identification (SID) number; do not include the student's personally identifiable information (PII).
- Please include your name and phone number, along with extension, when contacting our office.

Additional NJDOE Contacts

- For questions regarding Annual Progress Targets, Student Accountability and Title 1

  Office of Supplemental Education Programs

  Phone Number: 609-376-9080

- For questions regarding English Language Learners and ACCESS for ELLs 2.0

  Office of Supplemental Education Programs

  Bureau of Bilingual /ESL Education

  Phone Number: 609-376-9080

- For questions regarding Students with Disabilities

  Office of Special Education Policies and Procedures

  Phone Number: 609-376-9060

Vendor Support Contacts

Customer Support for Math, ELA and Science to reach Pearson or Measurement Incorporated (MI):

- **888-705-9416 - Please follow the recorded telephone prompt**

- **Press ‘1’ for assistance with NJSLA-Science**

  - ❑ Press ‘1’ for assistance with online testing (CBT - PEM)
  - ❑ Press ‘2’ for assistance with paper based testing (PBT – MI)

- **Press ‘2’ for assistance with Math and/or ELA**

  - ❑ Press ‘1’ for assistance with issues involving live testing
  - ❑ Press 2 user/password assistance for PearsonAccess^{next} (PAN)

Feedback Survey

How are we doing? Take our feedback survey here:

https://www.surveymonkey.com/r/FXQMGDB